

PART I - THE SCHEDULE
SECTION G - CONTRACT ADMINISTRATION DATA

G.1 CORRESPONDENCE PROCEDURES

To promote timely and effective administration, all correspondence, reports and other documents submitted under this contract shall be subject to the following procedures:

- (a) Technical Correspondence. Technical correspondence concerning performance of this contract shall be addressed to the DOE Contracting Officer Representative (COR) with an information copy of the correspondence to the Contracting Officer (CO). Technical correspondence addresses issues relating to work effort of the contract (i.e. requests interpretation of contractual requirements for performance) or requests approval or disapproval of reports, drawings or other work products.
- (b) Patents/Technical Data Correspondence. The Chicago Operations Office, acting through the Intellectual Property Law Division of the Office of Chief Counsel, DOE, 9800 South Cass Avenue, Argonne, Illinois, 60439, is hereby designated to represent the CO in administering the Intellectual Property Clauses in this contract. Correspondence concerning patent and technical data issues shall be addressed to the Chicago Operations Office with a copy to the Ohio Field Office Chief Counsel's Office, the CO and the COR.
- (c) Non-technical Administrative Correspondence. All correspondence, other than technical correspondence, shall be addressed to the CO, with information copies of the correspondence to the COR.
- (d) Subject Line(s). All correspondence shall contain a subject line commencing with the contract number as illustrated below:

 "SUBJECT: CONTRACT NO. DE-AC24-04OH20179"
 (Insert subject topic after contract number, e.g., "Request for Subcontract Consent").
- (e) Electronic Media for Reports/Plans/Documents. All required reports, plans, and other documents will be submitted to DOE in hard copy, but shall also be available electronically upon written request by the CO or the COR. The contractor will prepare the requested reports and documents via site standard software and provide a copy on diskette or Compact Disk (CD-R, CD-RW) as required by the size of the document. The data shall be in a format that will allow conversion to Portable Document Format (PDF) or Hyper Text Markup Language (HTML) for potential posting on the Internet, Intranet, or in an electronic library. If other software is used, the documents shall be scanned and then provided on diskette or Compact Disk. Electronic data shall be available within five (5) days of the DOE request.

G.2 RESERVED**G.3 CONTRACT ADMINISTRATION**

The contract will be administered by:

U.S. Department of Energy
 Portsmouth Paducah Project Office
 Attn: Contracting Officer
 1017 Majestic Dr., Suite 200
 Lexington, KY 40513

Future revisions of the CO or the address may be accomplished by written notification from the CO to the contractor, without a formal contract modification.

G.4 CONTRACTOR PAYMENT ADDRESS

If the contractor's payment address is different than the contractor's address specified on Standard Form 33, then provide it in the following space:

(Name) _____
 (Address) _____
 (City/State) _____
 (Phone #) _____
 (Electronic address) _____

G.5 SUBMISSION OF INVOICES

- (a) Cost Invoices. The Government will make payments to the contractor by electronic fund transfer not later than seven (7) business days after receipt of an acceptable cost invoice from the contractor. The contractor may submit cost invoices, with supporting documentation, no more frequently than twice monthly. If the contractor elects to submit cost invoices on a twice monthly basis, the invoice for the first part of the month will include actual cost incurred by the contractor for a set period of time, while the second invoice for the month will include all cost incurred for the month and supporting documentation requested by the CO, less cost reimbursed under the first invoice of the month. Cost invoices submitted shall be in accordance with FAR 52.216-7, Allowable Cost and Payment. The contractor is required to submit Project Performance Reports (PPR) on a monthly basis reconciled to the monthly invoice submitted for payment. The PPR period must match that of the invoice period and must be received by DOE within thirty (30) days after submission of the monthly invoice.
- (b) Fee Invoices. The contractor may submit invoices for quarterly fee payments based on DOE's fiscal year calendar concurrent with the Project Performance Reports (PPRs) and Semi-Annual Critical Analysis Reports (SACARs). Fee

payments will be made after the CO determines whether adjustments/reductions are necessary. The payment will be accomplished within seven (7) calendar days for the 1st and 3rd quarters of the year and within thirty (30) calendar days for the 2nd and 4th quarters to allow time for DOE to review and disposition the SACAR, unless the CO elects to do otherwise as set forth below and elsewhere in this contract.

- (c) Any basis for invoice withholding, adjustment or reduction, which is discovered after payment will be corrected on subsequent invoices. If the Government discovers such defects, the CO will notify the individual listed in Clause G.7, Defective or Improper Invoices, in writing. The CO's written notification will explain the nature of the basis for withholding, adjustment, or reduction, as well as specify the dollar amount of the withholding, adjustment or reduction.
- (d) Nothing in this provision shall affect the rights of either the Government or the contractor under the Section I "Prompt Payment" clause of this contract. The Government may notify and/or initiate withholding, adjustment or reduction any time prior to final payment under this contract.

G.6 BILLING INSTRUCTIONS

The contractor shall submit vouchers in accordance with the Section I clause "Allowable Cost and Payment", the Section G clause "Submission of Invoices", and as follows:

- (1) The contractor shall submit the original and four copies of invoices or vouchers in accordance with the payments provisions of this contract to:

United States Department of Energy
Oak Ridge Operations Office
Oak Ridge Financial Service Center
P.O. Box 5777
Oak Ridge, TN 37831

- (2) The contractor shall submit four (4) copies of invoices or vouchers in accordance with the payment provisions of this contract to:

U.S. Department of Energy
Portsmouth Paducah Project Office
Attn: Contracting Officer
1017 Majestic Dr., Suite200
Lexington, KY 40513-0066

- (3) Submit one copy of the invoice to:

U. S. Department of Energy
Portsmouth Paducah Project Office
Attn: Chief Financial Officer- Financial Services Division

1017 Majestic Dr.
Suite 200
Lexington, KY 40513-0066

G.7 DEFECTIVE OR IMPROPER INVOICES

Name, title, phone number, office name, and complete mailing address of officials of the business concern who are to be notified when the Government receives a defective or improper invoice. (See Clause L.16.b)
